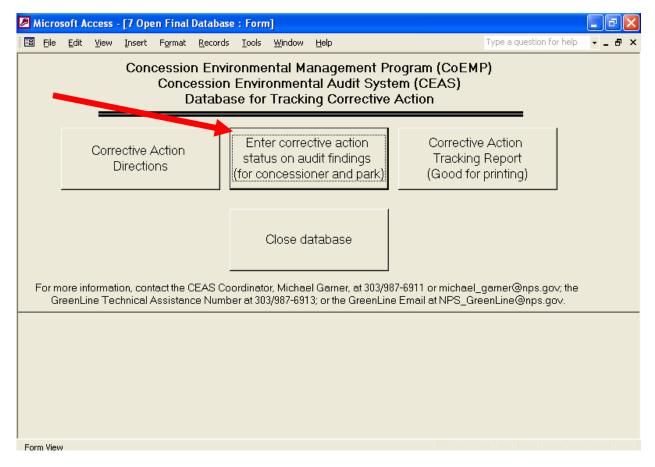
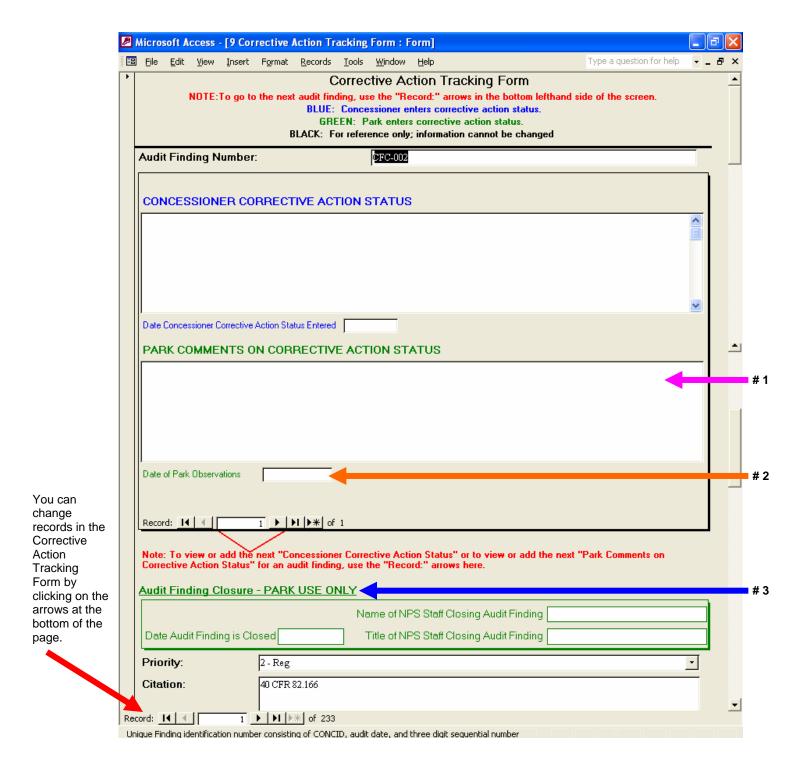
## Park Instructions for Entering Corrective Action Information into the Database for Tracking Corrective Action

- 1. <u>Save</u> the Database for Tracking Corrective Action (MS Access file) to a convenient location on your computer or network drive.
- 2. Request an update from the Concessioner on its corrective action at least annually.
- 3. Open the Database for Tracking Corrective Action after receiving updated corrective action information from the Concessioner. When the file opens, the screen shown below will appear.



4. <u>Click</u> on "Enter corrective action status on audit findings (for concessioner and park)."

The screen on the next page will appear. Audit findings in the Final Audit Report are in the same order as they are in the Database for Tracking Corrective Action.



- 5. <u>Go</u> to the corresponding audit finding in the Database for Tracking Corrective Action for each audit finding in the Final Audit Report by using the "Record" arrows at the bottom of the page.
  - a. For each finding where the Concessioner provided corrective action information in the "Concessioner Corrective Action Status" box, enter the Park response in the "Park Comments on Corrective Action Status" box. (see Arrow #1).
  - b. Enter the date that Park comments were entered in the "Date of Park Observations" box. (see Arrow #2).

- c. If the Concessioner has indicated that it has fully addressed all components of the audit finding, and you agree that sufficient measures have been taken to close the audit finding, then:
  - i. Enter your name in the "Name of NPS Staff Closing Audit Finding" box;
  - ii. Enter your title in the "Title of NPS Staff Closing Audit Finding" box; and
  - iii. Enter the date in the "Date Audit Finding is Closed" box. (see Arrow #3).
- 8. <u>Close</u> the Database for Tracking Corrective Action by clicking on File in the upper left of the tool bar, select Close, and then select "Close Database." The information that you entered is automatically saved.
- 9. <u>Email</u> the completed Database for Tracking Corrective Action to Michael Garner, CEAS Coordinator (michael\_garner@nps.gov) once you have finished entering your comments.